

Lea Hall Welfare Centre & Social Club - Health and Safety Policy - APRIL 2026

This is the statement of general policy and arrangements for Lea Hall Welfare Centre and Social Club

The Trustees of Lea Hall Miners Welfare Centre and The Directors of Lea Hall Social Club Ltd have overall responsibility for Health & Safety

The Trustees have day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Trustees	Relevant risk assessments completed and actions arising out of the assessments implemented. (Risk assessments reviewed when working habits or conditions change)
Provide clear instructions and information, and adequate training, to cleaning staff to ensure employees are competent to do their work.	Cleaning Supervisor	Cleaning staff to be given necessary health and safety induction and provided with appropriate training.
Provide clear instructions and information, and adequate training, to events staff to ensure employees are competent to do their work.	Events Supervisor	Events staff to be given necessary health and safety induction and provided with appropriate training.
Provide clear instructions and information, and adequate training to bar staff to ensure employees are competent to do their work.	Bar Manager	Bar staff to be given necessary health and safety induction and provided with appropriate training.
Provide clear instructions and information, and adequate training to all other staff to ensure employees are competent to do their work.	Trustees	All other staff to be given necessary health and safety induction and provided with appropriate training.
Engage and consult with employees on day-to-day health and safety conditions.	Trustees	Staff report any concerns to the Secretary and record details on a 'Health and Safety Concerns, Maintenance and Repairs' form. These are discussed formally at regular management meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Senior member of staff/ Committee Member/Trustee	Alert system in place. Escape routes are well signed and staff ensure that they are kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances for the bars .	Bar Manager	Toilets, washing facilities and drinking water provided. Machinery is inspected routinely and prompt action taken following the identification of any defects. Substances required for use in the bar areas are stored and used safely.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances with regard to the kitchen .	On site catering contractor	Toilets, washing facilities and drinking water provided. Machinery is inspected routinely and prompt action taken following the identification of any defects. Substances required for use in the kitchen are stored and used safely.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances with regard to cleaning .	Cleaning Supervisor	Toilets, washing facilities and drinking water provided. Machinery is inspected routinely and prompt action taken following the identification of any defects. Cleaning products are stored and used safely.

Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances for all buildings.	Trustees	Toilets, washing facilities and drinking water provided. Machinery is inspected routinely and prompt action taken following the identification of any defects. Substances required throughout are stored and used safely. Areas of unauthorized access clearly marked.
Maintain safe and healthy conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances by organisers of activities who hire rooms at the centre.	Leader of activities	Toilets, washing facilities and drinking water provided. Leaders of activities are required to carry out their own risk assessments. Machinery used for an activity that is the property of Lea Hall is inspected routinely and prompt action taken following the identification of any defects. Hirers are required to ensure that any substances required to carry out activity are stored and used safely. Hirers are required to hold their own liability insurance. Equipment brought in for activities is approved and used by a competent person.
Health and safety law poster is displayed on:	Staff notice board	
Fire Risk Assessment located:	Main Building – next to Fire Alarm Panel in Reception Area – to the right of double doors to bar area. Pavilion – next to Fire Alarm Panel on the wall to the right when entering the building.	
First-aid boxes are located:	Emergency Grab bag with first aid box in the Office. First Aid boxes in the Kitchen, Laundry Room, Main bar, Garner Suite, Davy Suite, Pavilion, Pavilion Kitchen Supplies monitored and replenished by the Events Co-Ordinator.	
Accident Book is located:	Office Accidents and ill health at work reported under RIDDOR <i>(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</i> Any recorded incidents are discussed at management meetings	
Report all accidents near misses and dangerous occurrences whether injury is sustained or not.	Health and Safety Incident Books are located in the office, behind the bar and in the kitchen. Staff record any hazards identified and any health and safety incidents. These are discussed at committee meetings.	
Signed:		Date:

Lea Hall Welfare Centre and Social Club Risk Assessment APRIL 2026

This risk assessment is reviewed annually OR if it is no longer valid following an inspection, accident in the workplace, OR if any significant changes

Hazard	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, trips and falls	Staff Members of the club Members of the public Visiting artistes/DJ's and contractors slipping/tripping/falling suffering, broken bones, fractures and bruising etc	<u>Stairs – Reception to First Floor</u> <ul style="list-style-type: none"> • Non-slip edging • Colour contrasted edging to assist visually impaired conform to Building Regs 2013 • Good lighting • Emergency lighting • Staff keep stairs clear of obstructions 				
		<u>Ramp to Garner Suite</u> <ul style="list-style-type: none"> • Good lighting • Staff keep ramp clear of obstructions 				
		<u>All bar working areas</u> <ul style="list-style-type: none"> • Adequate flooring. • Staff clean up spillages immediately using suitable methods and leave the floor dry. • Good housekeeping – work areas kept tidy, goods stored suitably • Drainage channels/drip trays provided where spills likely. • Equipment maintained to prevent leaks onto floor. • Good lighting in all areas. 				
		<u>Small Meeting Room (known as Peters Room)</u> <ul style="list-style-type: none"> • Adequate flooring • No trailing cables or extension leads. • Clear of obstruction 				
		<u>Lounge, Games Room, and Davy Suite</u> <ul style="list-style-type: none"> • Adequate flooring • Carpets firmly secured. • No trailing cables or extension leads. • Clear of obstructions 				

Slips, trips and falls Staff Members of the club Members of the public Visiting artistes/DJ's and contractors slipping/tripping/falling suffering, broken bones, fractures and bruising etc	<u>Garner Suite, Pavilion, Restaurant, The Bar, Conservatory</u> Ongoing inspection by staff to ensure: <ul style="list-style-type: none"> • Adequate flooring which cleaners ensure are not too slippery following cleaning. • No trailing cables or extension leads. • Bar area is segregated from dance floor and policy of no drinks on the dance floor is enforced which means that slips due to wet floor are reduced. • Cable covers used for all electrical cables, especially when hosting artistes, bands or DJs. • Storage of heavy items above head height avoided. • Clear of obstructions 	1 x replacement carpet edging strip required in the Garner Suite. Carpet company contacted		JUN 2026	
	<u>Toilets</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • No obstructions • Heater is timed – reduce risk of wet floor from condensation 				
	<u>Garner Stage</u> <ul style="list-style-type: none"> • Adequate flooring • Clear of obstructions • Ongoing - Artistes/DJ's cover cables or extension leads. • Handrails fitted to assist with getting up and down stairs 				
	<u>Booth next to stage Dressing Rooms</u> <ul style="list-style-type: none"> • Adequate flooring • No trailing cables or extension leads. • Clear of obstructions when in use • Only used for storage when not in use 				
	<u>Passenger Lift</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting – new LED fitted October 2022 				
	<u>Main Entrance/Reception Area</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • Clear of obstructions 				

Slips, trips and falls	Staff slipping/tripping/ falling suffering, broken bones, fractures and bruising etc	<u>Kitchen</u> <ul style="list-style-type: none"> • Adequate flooring to main work area • No trailing cables or extension leads. • Clear of obstructions • Spillages are cleaned up promptly • Storage of heavy items above head height avoided. 	Repair/replace damaged vinyl in storage area		JUN 2026	
		<u>Food servery</u> <ul style="list-style-type: none"> • No trailing cables or extension leads. • Clear of obstructions • Spillages are cleaned up promptly. 	Flooring – repair/replace loose vinyl edges		JUN 2026	
		<u>Main Office</u> <ul style="list-style-type: none"> • Adequate flooring • No trailing cables or extension leads. • No obstructions in walkways. • Items stored above head height are not frequently used. 				
		<u>Cleaning Store (formerly WEA)</u> <ul style="list-style-type: none"> • Adequate flooring • No trailing cables or extension leads. • No obstructions in walkways. • Items stored above head height are not frequently used 				
		<u>Cellar</u> <ul style="list-style-type: none"> • Good lighting access to cellar. Emergency lighting 2021 • Door to cellar is kept locked and key controlled so only authorised staff can get access. • Stairways are not obstructed. • Good housekeeping to avoid clutter on the floor area. • Anti-slip surface applied to storage area and steps • Overhead notice warning staff to ‘take care’ • Regular unblocking of drain (new pump 2020) • Steps to cellar from car park chained off and authorised access only sign – bar staff, brewery delivery, maintenance 	Seal delivery hatch and plug holes in walls to prevent rainwater from entering the cellar.		JUN 2026	
		<u>Storage Areas</u> <ul style="list-style-type: none"> • Storage of heavy items above head height is avoided. • Good housekeeping to avoid clutter on the floor area. 				
		<u>Bottle Store – used for storage</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • Infrequent use 				

Slips, trips and falls	Staff Members of the club Members of the public Children (footballers) slipping/tripping/falling suffering, broken bones, fractures and bruising etc	<u>Pavilion Changing Rooms</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • No obstructions • Lea Hall FC Team Managers responsible for tidying after use and report any issues to the Secretary • Regular cleaning arranged by Lea Hall FC 				
	Staff Members of the club Members of the public slipping/tripping/falling suffering, broken bones, fractures and bruising etc	<u>Tennis Pavilion</u> Building not in use				
		<u>Pigeon Club</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • No obstructions • Good housekeeping is the responsibility of Pigeon Flying Club members. Issues reported to the Secretary. 				
		<u>Crown Green Bowls Club/Store</u> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • No obstructions • Good housekeeping is the responsibility of Bowls Club members. Issues reported to the Secretary. 				
		<u>First Floor Meeting Room (formerly Computer Room)</u> <ul style="list-style-type: none"> • Adequate flooring. • Good lighting. • No trailing cables or extension leads. • No obstructions in walkways. • Good housekeeping by hirers of the room and inspected by cleaning staff after use 				

<p>Slips, trips and falls</p>	<p>Staff/Volunteers</p> <p>slipping/tripping/falling suffering, broken bones, fractures and bruising etc</p>	<p><u>Storage Area (formerly The Flat)</u> (Flat converted to storage area August 2021)</p> <ul style="list-style-type: none"> • Adequate flooring • Good lighting • No trailing cables or extension leads • No obstructions 			
	<p>Staff Members of the club Members of the public Children Visiting artistes/DJ's and contractors</p> <p>slipping/tripping/falling suffering, broken bones, fractures and bruising etc</p>	<p><u>Outdoor areas</u></p> <ul style="list-style-type: none"> • Site entrance and main car park surface is good and is well lit. Pathway to Health Centre resurfaced (CCDC contractor Dawkes & Co) July 2023. • Pavilion car park has adequate lighting and good surface, main area re-surfaced June 2022 by Fitzpatrick Builders • Footpath/cycle path across main car park has a good surface and markings with good lighting. (Stretch of path to access Health Centre car park renewed June 2023 by approved contractors of CCDC). • *Bowling green – excellent playing surface. Good lighting (renewed August 2020). Maintained by Bowling Club members. • Football pitches/playing fields maintained by Lea Hall FC to a good standard. Coaches/referees check field before play. • **Pathway to field - Users of the Pavilion are at risk of stepping from path to field which is uneven. Sign post added July 2023 warning people to follow the pathway down to the field. • Slabbed/paved areas – any defects reported by staff/volunteers. Uneven slabs levelled. Broken slabs replaced or area concreted. • Walkways, paths and open spaces maintained by competent volunteers, grounds man/contractors. • Emergency stairs from Garner – kept clear and cleaned regularly, good lighting, clear of obstruction. • Former footpath adjacent to school cannot be accessed from either end (was sealed off by locked gates Nov 2007). Only accessed infrequently by footballers retrieving footballs. • Skip area kept tidy by staff, overseen by Cleaning Supervisor. • Range of recycling bins in use to promote safe disposal of glass and wastepaper/cardboard to landfill. • Grit bin on site – accessible areas cleared of ice and snow early in the day before users of the centre arrive and ongoing during the day as and when required. <p>Minor accidental sporting injuries are an acceptable risk as long as playing surfaces and lighting are in good condition.</p>	<p>*Bowling Green Footpath uneven due to roots of conifers coming through tarmac.</p> <p>**Sign vandalised, renew</p>	<p>JUN 2026</p> <p>MAY 2026</p>	

Working at height	Staff/contractors may suffer serious, possibly fatal, injuries if they fall from any height. Objects falling on to staff/members of the club, members of the public below.	<u>Cellar hatch</u> <ul style="list-style-type: none"> • Cellar lift is switched off after use. • Cellar hatch is checked to make sure closed after delivery. • Area is coned off and unauthorised people are excluded from area while hatch open —and in use. • Chain across entrance and sign limits access to authorised personnel only. 				
		<u>Loft area</u> <ul style="list-style-type: none"> • Limited to only one means of access from 2016. • Permanent wooden staircase with handrail replaced loft ladder in 2016. • Eye level sign to prohibit unauthorised access. • A locked gate restricts access. The key is held securely in the office and can only be obtained by authorised personnel. • Access to the loft area to access the fuse board or the top of the kitchen lift is limited to contractors only who will have carried out their own risk assessment for the activity. • Access for any other reason is limited to authorised personnel only. Permission to access the area must be sought from the Secretary or the Chair person 				
		<u>Cleaning, hanging curtains</u> <ul style="list-style-type: none"> • Stepladders are suitable for purpose and used only for light work of short duration by trained staff. • Work is completed out of hours. • Some jobs are carried out by appropriately qualified, competent members/volunteers. • Vigilant of persons in the area below the stepladders whilst carrying out works to avoid the risk of objects falling on to people below. • Contractors carry out their own risk assessment for the activity • Labels detailing date of last inspection are used on all ladders • All ladders are mounted to the wall and locked. Key must be obtained from the office. 				

		<p><u>Maintenance and Repairs</u></p> <ul style="list-style-type: none"> • All major maintenance and repair work is carried out by contractors who are responsible for carrying out their own risk assessment for the activity. • Stepladders are suitable for purpose and used only for light work of short duration by trained staff. • Non urgent work is completed out of hours. • Some small or routine jobs are carried out by appropriately qualified, competent members/volunteers who use their own tools. • Volunteers must seek permission from the Trustees or Chair person before carrying out any work on behalf of the club. • Following communication regarding the details of the job required, verbal agreement is made between the Trustees/Chair person and the volunteer that they are competent to carry out the work by having previous knowledge of the job through previous experience and own expertise. • Volunteers must follow safe working practices by inspecting tools to be used and ensuring that the correct materials are being used. Checking the environment for any risks and establishing the best time to carry out the work. • Concerns are reported to the Secretary 				
Manual Handling - Cleaning and Maintenance	Staff receiving back, neck and limb injuries from lifting heavy loads	<ul style="list-style-type: none"> • Staff work with others to lift and move tables. • Limited number of stacked chairs to be lifted. • Bags of recycling/waste being carried out to bins are not too heavy or bulky and are easy to grasp. The bin store is located close to the building to minimise carrying distance. • 1100kg glass bin changed to 2 x 240kg for ease of movement of bottles from bars to outside for collection 				
Manual Handling – setting up rooms for functions	Staff receiving back, neck and limb injuries from lifting heavy loads	<ul style="list-style-type: none"> • Staff work with others to lift and move tables. • Limited number of stacked chairs to be lifted. • Stacked chairs now kept in store rather than public areas. • Infrequent removal of furniture from ‘Bottle store’ is carried out with the use of a trolley. • Chairs to be stacked 6-8 less than recommended by supplier and trolley always used to move stack. 				

Manual Handling - Bar	Staff receiving back, neck and limb injuries from lifting heavy loads (eg barrels), crates of bottles etc	<ul style="list-style-type: none"> • Use of barrel lift to avoid manual handling. • Draymen assist where required. • Limited amounts of 22 gallon barrels delivered at any one time. 11 gallon options for beers with lower consumption. • Bar Manager trained in manual handling. 				
Injury from falling barrel/ cylinder	Staff at risk from injury if struck by falling barrel or gas cylinder	<ul style="list-style-type: none"> • Bar Manager trained in operations. • Lift is operated remotely • Operative stands well clear • Mat in place to reduce momentum • Deliveries are early in the morning when no other staff are about other than draymen • All full gas cylinders are secured to wall or in purpose-built holder. 				
Machinery – Barrel Lift	Staff being injured by moving parts.	<ul style="list-style-type: none"> • Staff operate lift remotely keeping a safe distance. • Sign to prohibit riding on lift. • Annual testing and servicing carried out by qualified engineers. • Fail-safe protected, will not operate if doors are open. • Fail-safe can be over-ridden but use of the lift is restricted to the Bar Manager and trained staff only. • Eye level sign restricting use to “Authorised users only” • Good level of housekeeping at all times • Ropes replaced 2020 				
Machinery – Restaurant lift Microlift	Staff being injured by moving parts.	<ul style="list-style-type: none"> • Annual testing and servicing carried out by qualified engineers. • Fail-safe protected, will not operate if doors are open. 				
Machinery – Bar Lift	Staff being injured by moving parts.	<ul style="list-style-type: none"> • Annual testing and servicing carried out by qualified engineers. • Locks fitted to prevent access during use. • NEW LIFT fitted March 2026 				

Machinery – Passenger lift	Staff Members of the club Members of the public Visiting artistes/DJ’s and contractors at risk of being confined in the lift or injured by being trapped through faulty door operation.	<ul style="list-style-type: none"> • May 2025, new LED emergency lighting in lift car and pit area, new pit prop. Emergency phone system gsm unit with 3 year sim card and emergency battery back up. • Thorough Examination and testing certificate held and updated annually (<i>Allianz through Club Insure</i>). • 6 monthly inspection and maintenance carried out by qualified engineers – <i>Paragon Lifts</i> • Annual inspection by insurance company engineer. • Signs for users to report problems to a member of staff. • Safety features so that doors re-open if obstructed. • Door will not open if lift is not at floor level. • Bar Manager, Secretary and Cleaning Supervisor have access to controls to bring lift to ground floor. • Staff report problems to the Secretary • The Secretary keeps maintenance records up to date. • Sign displaying contact phone number next to lift. • If in doubt lift is closed. 				
Moving parts – cellar fan	Staff at risk from injury from moving parts	<ul style="list-style-type: none"> • Problems/concerns reported to the Secretary • Repairs/maintenance carried out by qualified engineers. • Last cleaned and serviced May 2021 				

Cuts, burns, scalds	Staff, members of the club and members of the public When preparing food or hot drinks at risk from cuts, burns or scalds	<ul style="list-style-type: none"> • Staff instructed in safe operation of equipment. • First aiders on site • First aid boxes and plaster dispensers provided. Boxes are inspected regularly to ensure adequate stock • Urns are clearly signed 'Do Not Touch' and are left to cool before emptying. • The kitchen is kept locked when not in use and is accessed by authorised users only. • The Pavilion kitchen is kept locked when not in use. It is accessed by authorised users only. • Regular inspections to ensure location of nearest first aid box is clearly signposted and that they are in clear view following decoration of rooms 				
	Staff, members of the club and members of the public at risk from cuts from broken glass	<ul style="list-style-type: none"> • Broken glass bins in use. • Appropriate glass recycling container on hire. • Glass collection policy • Plastic glasses used outside, at high-risk periods when club is particularly busy, and for transfer of drinks from one area of the premises to another. • In the event of a deliberate "glassing" this will be dealt with by the police. 				
	Staff, members of the club and members of the public at risk from cuts from equipment breaking/disrepair.	<ul style="list-style-type: none"> • Staff report broken items or areas that have fallen into disrepair. • Carry out repairs/maintenance • Replace defective equipment 				
Cuts/head injury	Staff/Contractors Accessing loft area at risk of possibility of head injury from low beams.	<ul style="list-style-type: none"> • Sign alerting anyone accessing the loft "Mind your head - low beams" • Hazard tape installed 				
Cuts/head injury	Members and the public at risk of injury from falling goal posts.	<ul style="list-style-type: none"> • Field - When not in use the goalposts are chained to fencing. 				

Injury	Members and the public at risk of injury from outdoor furniture damage/disrepair	<ul style="list-style-type: none"> Regular inspection of outdoor furniture 				
Injury	Members and the public at risk of injury from heavily sprung front doors	<ul style="list-style-type: none"> Warning sign on both side of the door. Door must be fully opened before entering/exiting. (Doors are heavily sprung to ensure they remain closed during windy/stormy weather) 				
Sports injury	Members of sporting sections of the club and the public at risk of sustaining sports related injury	<ul style="list-style-type: none"> All sports clubs carry out their own risk assessments Coaches and referees to reduce and manage injuries in accordance with their NGB guidelines. <p>Accidental sporting injuries are an acceptable risk as long as playing surfaces and lighting are in good condition</p>				
Injury from balls, cue or darts	Staff, Members of the club and members of the public at risk of injury from balls accidentally leaving the snooker/pool table. Snooker/pool cues being raised. Darts being thrown.	<ul style="list-style-type: none"> Rules for use of the Games Room are clearly displayed. Sanctions against unacceptable behaviour. <p>Accidental sporting injuries are an acceptable risk</p>				
Crushing	Staff, members of the club and members of the public may be at risk of crushing from falling stacked chairs.	<ul style="list-style-type: none"> Stacked chairs are kept in store rather than public areas. Changing rooms in the Garner Suite are used for storage – rooms are clearly signed – ‘No Unauthorised Access’ Height of stacked chairs under the guideline – 6 to 8 with trolley 				

Accidental fall from height	Staff Members of the club Members of the public Visiting artistes/DJ's and contractors falling suffering possible serious/fatal injury	<u>Upstairs Windows in Garner Suite and Changing Room</u> <i>HSE - Windows that are large enough to allow people to fall out should be restrained sufficiently to prevent such falls.</i> Windows kept locked <ul style="list-style-type: none"> • Windows may be opened by authorised members of staff when the rooms are not in use by the public • Window keys are available to staff/volunteer only 				
Vehicles Staff, members of the club, members of the public may suffer serious injuries if struck by a vehicle	During deliveries.	<ul style="list-style-type: none"> • All deliveries are made out of hours 				
	visiting the club or accessing the Health Centre or the train station	<ul style="list-style-type: none"> • Lobby with side entrances prevents people stepping directly onto the road. • Parking bays clearly marked • Footpath/cycle path across main car park is clearly marked out in red, well signposted and has speed bumps where cars cross path. • Good lighting. • Double yellow lines in place to prevent misuse. 				
	using the Pavilion entrance and car park	<ul style="list-style-type: none"> • Large area with ample room for vehicles to turn. • Use of the main car park for larger events. 				
	working on the car park	<ul style="list-style-type: none"> • Cleaning/maintenance work carried out when the site is not in use or quiet. • Areas needing restricted access are coned off when the site is not in use. • Car parking control is limited to when there is a large number of visitors expected whilst Health Centre car park is in use. • Hi-vis clothing worn by persons controlling car park 				
	trespassing on Pavilion car park	<ul style="list-style-type: none"> • Private property notices discourage trespassing • Children of occupants of Platform Housing properties are at risk if cycling on car parks. Children are reminded that it is unsafe to cycle near to vehicles. Platform Housing informed via letter (October 2022) 				

<p>Violence or fear of violence as a victim of crime</p>	<p>Staff may suffer stress and/or physical injuries as a victim of crime when handling money.</p>	<p><u>Cash handling on the premises</u></p> <ul style="list-style-type: none"> • CCTV installed • Gaming machines, snooker tables and pool tables emptied regularly on different days of the week and different hours of the day out of hours. • There are 5 safes with differing degrees of security depending on which staff require access to cash. All of the safes are accessed by a pin number via keypad. • The largest safe is in the office which is locked when unoccupied and the safe is in a locked store room in the office. • The bar safe is secured in a lockable cupboard. The key is held by the Bar Manager. • Use of signs stating that 'no money is left on the premises'. • Charity boxes are in clear view of staff. • Staff are advised never to turn away from an open till draw. • Tills are left empty and open overnight. • Strong cash box in use. • The premises are checked and secured at the end of the working day, before cashing up. • The main cash handling area is located as far as possible from customer areas. • Cash is secured in the safe as soon as possible. • Cash is always counted away from, and out of view of, customer areas and as far away from entrances/exits or public areas as possible. • The office has a lock and a spy hole on the door. When counting money in the office, callers are identified before letting them in. • The office panic alarm. • Caterer has own safe on the premises and secures cash as soon as possible following any transaction and frequently deposits cash in the bank. 				
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<p>Violence or fear of violence as a victim of crime</p>	<p>Staff may suffer stress and/or physical injuries as a victim of crime when handling money.</p>	<p><u>Cash in transit to bank</u></p> <ul style="list-style-type: none"> • Staff are advised to surrender cash if challenged. • The bank is in the centre of town. Alley ways and quieter areas are avoided. • Normal everyday clothing is worn, no uniform to avoid attention. • Banking is done at least once a week. • Staff travel in our own vehicle to the bank and use different spots to park each time. • Money is put into bank bags and then inside a normal inconspicuous bag. 				
<p>Violence or fear of violence</p>	<p>Staff may suffer stress and/or physical injuries from aggressive members of the public.</p>	<ul style="list-style-type: none"> • New CCTV installed – completed February 2026 • ‘Glass policy’ implemented for very busy events or as appropriate, including regular glass collection. • Plastics are in use when the event is considered to be more of a risk to the likelihood of breakages. i.e. event is not seated. • Staff adhere to legal requirement not to sell alcohol to intoxicated members of the public. • Incident log kept behind the bar and filled out as soon as possible after incident. • Sanctions can be taken against members. Staff made aware of barred members. • Information sharing scheme with police and other licensed premises in the area. The Bar Manager is a member of local Pubwatch and attends meetings. • Phones available for staff to call the police. 				

<p>Gas</p>	<p>Staff members of the club and members of the public at risk from injury from fire and explosion if equipment not properly maintained and used.</p>	<p>Heating boilers in the Pavilion – Kitchen Hobs</p> <ul style="list-style-type: none"> • Checked and serviced annually by a Gas Safe registered engineer. • Gas appliances in the kitchen are turned off when not in use. • Emergency 'switch-off' installed in the kitchen 2018 				
<p>Carbon Monoxide</p>	<p>Staff and members of the public at risk from Carbon Monoxide poisoning</p>	<p>Government Building Regulations - A carbon monoxide alarm should be installed in every room which is used as living accommodation containing a fixed combustion appliance (excluding gas cookers)</p> <p>Gas boilers are housed in a separate, sealed room, away from the public. Low level checks are carried out by competent staff (e.g. water top up). Boilers are checked and serviced annually in January by a Gas Safe registered engineer.</p>				
<p>CO2 Pressurised equipment</p>	<p>Staff may be overcome when charging CO2</p> <p>Staff and members of the public at risk of explosion from over-pressurisation of beer pump systems, or faulty or damaged cylinders.</p>	<ul style="list-style-type: none"> • Only the Bar Manager and other staff who have undergone training use the system. • Cellar well ventilated • System inspected by competent engineer. (Molson Coors Technical Services and via phone to Cryoserve 2021) • Outdoor valves x 2 replaced September 2022 • Any damage reported immediately. <p>Gas cylinders:</p> <ul style="list-style-type: none"> • Only obtained from reputable suppliers • Numbers kept to minimum. • Moved and stored properly to prevent damage • Used in an upright position in a safe, secure, place. • Full cylinders are secured to the wall or stored in purpose-built holder. 				
<p>Noise</p>	<p>Staff, members of the club and members of the public suffering hearing damage from live and recorded music.</p>	<ul style="list-style-type: none"> • Speakers located at appropriate height. • Staff are subjected to high levels of noise in the Garner Suite on an infrequent basis. • Weekly entertainment in the bar - noise is not excessive. 				

Electricity	Staff, members of the club, and members of the public could get electric shocks from faulty/damaged wiring or electrical equipment and could be at risk of electrical fire.	<ul style="list-style-type: none"> • All electrical work is carried out by a qualified electrician • Full rewire of main building completed February 2021. Fixed Wire Test Certificate maintained by a rotation of inspections by area of the premises. • EICR filed for main building and The Pavilion April 2021 (In accordance with The Electricity at Work Regulations 1989 - effective 1st April 1990) • Staff report damaged equipment to the Secretary (plugs, cable and fittings) and take out of service. • PAT testing carried out by a qualified electrician • Electrical cupboard signed as electrical hazard, isolated from the bar. Accessible in an emergency. • RCD's fitted to gaming machines and to switches used by visiting artistes. • Appliances turned off when not in use. • Vacuum cleaner cord – staff instructed not to pull vacuum cleaners by the electrical cord 				
Water temperature extremes	Staff, members of the club and members of the public at risk from water temperature being too hot.	<ul style="list-style-type: none"> • Work carried out by qualified plumber. • Any concerns about water temperature reported to the Bar Manager/Cleaning Supervisor or Secretary as soon as possible. • 'Warning' notices in place as the proximity of the immersion heater to some of the hot water taps means water becomes extremely hot at times. 				
Heaters in Accessible Toilets	Persons with disability at risk of falling against heater if difficulties with balance	<ul style="list-style-type: none"> • Heater set to 2 and control removed to prevent re-set to too high a temperature 				

Hazardous Substances	Staff at risk from chemical burns or develop dermatitis from contact with, or use of, cleaning chemicals	<ul style="list-style-type: none"> • COSHH assessments for products maintained and are stored in a folder on the cleaning room shelf. • All products are stored safely. • Staff advised about skin care when washing glasses, handling dishwasher chemicals etc. • Chemicals are kept in original labelled containers for ease of identification and easy access to instruction label from manufacturer in case of emergency. • Gloves available when using, decanting into spray bottles or diluting chemicals. • Bar pipe cleaning – Bar staff trained in cellar management. • Contractors to carry out their own risk assessment for activity that involves the use of hazardous substances. • Staff take care to ensure cleaners cupboards and storerooms are locked to prevent unauthorised access. 				
Hygiene issues preparing food/ dispensing drinks	Anyone who consumes food or drink that has been prepared on site may be at risk if there are hygiene issues.	<ul style="list-style-type: none"> • Catering for Lea Hall is sub-contracted to S&K Catering. They are regularly inspected by CCDC Environmental Health. They have a current Food Hygiene Rating of 5 in 2021. • Catering in The Pavilion is restricted to the hirers who are responsible for ensuring all current regulations with regards to catering for the public are adhered to. • Sinks behind the bar are clearly labelled to differentiate between hand wash and utensil wash. • Glass washers are cleaned frequently • Ice machines are cleaned and maintained regularly by bar staff to avoid build up of slime and mould. 				
Hygiene issues pigeon shed	Members of Pigeon Club and their guests.	<ul style="list-style-type: none"> • Building is purpose built and is run, maintained, and kept clean by the members of the Pigeon Club. • Users carry out their own risk assessment. 				
Hygiene issues playing fields	Staff, members of the club, members of the public including children at risk from illness/ blindness due to exposure to dog faeces.	<ul style="list-style-type: none"> • Signs advise dog owners - NO DOGS ALLOWED 				

Asbestos-containing materials (ACMs) found in main building	Maintenance workers/ contractors working in the identified areas	<ul style="list-style-type: none"> • Asbestos survey report carried out which includes risk assessment and management plan. • Contractors are informed and given a copy of the plan when carrying out work in identified areas. • Labels clearly displayed. <p>Poses no risk to staff and members of the public as long as the areas identified are not damaged in any way. (i.e. Asbestos only poses a risk if fibres are released into the air and inhaled).</p>				
Display screen equipment	Office Staff/ Bar Manager	<ul style="list-style-type: none"> • Computer monitors are well positioned and properly adjusted. • Frequent breaks from use of the screen. • Lighting is suitable • Provision of eye test and standard frame and lenses if required. 				

<p>Fire</p>	<p>Staff, members of the club, members of the public could suffer from smoke inhalation/burns if trapped in a fire</p>	<ul style="list-style-type: none"> • Fire risk assessment reviewed annually by retired Fire Officer • Fire alarm system in place. (Extended 2021) • Fire alarm checks to different call points are made weekly and logged. • Intumescent strips fitted to fire doors • Door closures are checked for effectiveness quarterly • Staff and lead hirers sign in and out of building to ensure that all are accounted for especially out of hours. • Regular fire safety training for staff (2022) • Trained Fire Warden on site at all times. • All Staff issued/made familiar with alert system and fire evacuation procedure information. Information is located next to alert. • Signs for fire evacuation procedure clearly displayed. • The correct type of fire extinguishers are provided - Class A to E dependent on area/risk. Extinguishers are visually checked monthly by a competent person. They are examined in accordance with BS5306 Part 3 2009 annually and replaced when expired or faulty. • All fire exits are clearly marked and kept clear and fire doors marked to ensure they are kept shut. • Covered smoking area provided to prevent risk from discarded smoking materials. No smoking sign - Garner Suite fire escape. E-Cigarettes/vapes are included in the No Smoking policy. • Regular boiler checks. • Emergency lights tested monthly. • Fire alarm system tests carried out 6 monthly in accordance with BS5839 Part (1) 2013 by qualified contractor. • Regular weekly collection by waste service companies of combustible materials. • Passenger Lift – eye level sign next to lift alerts people that lift should not be used in an emergency. • First floor Meeting Room “Emergency Exit Only” sign on fire door to discourage smoking on a fire escape route • Fire blankets in the main kitchen and Pavilion kitchen are regularly inspected. 				
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<p>Lone Working</p>	<p>Staff may be at risk due to injury, illness or assault when working alone</p>	<ul style="list-style-type: none"> • Employees are trained and feel confident with the duties to be carried out whilst working alone. • Rooms at the rear of the building are secured first. • CCTV installed • Staff are not allowed to work alone if considered vulnerable – i.e. pregnant, disabled or a trainee. • Lone workers make management aware of any medical condition that may increase the risk of an emergency and/or may impose additional physical and mental burden. • Use of phone/mobile to raise alarm if equipment fails, power failure, fire, feeling ill, injured. • Use of phone/mobile to raise alarm if feeling threatened – either perceived or real. • A list of local Members who will assist along with their telephone numbers is displayed behind the bar. • Use of phone/mobile to alert the police to threat of assault (either perceived or real). • First Aid kit available • Employees are able to recognise when they need to seek help and notify management of any risks to agree control measures. • Employee orders a taxi home if need arises. • Hirers of the Pavilion are responsible for securing the building so that bar staff do not have to walk down alone. <p>Lone workers avoid tasks that are too difficult or dangerous to be carried out alone including:</p> <ul style="list-style-type: none"> • Working at height • Using chemicals or hazardous substances • Lifting objects too large/heavy for one person <p>Use of passenger lift Staff have mobile phones as a means of contact should the lift fail and they become trapped inside.</p>				
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Legionella	There is no risk of legionellosis occurring	<p>Risk Assessment carried out on 6th April 2021 concluded that there is no foreseeable risk for these premises.</p> <p>Factors required to create a risk are not present: -</p> <ol style="list-style-type: none"> 1. The presence of legionella bacteria 2. Conditions suitable for multiplication of the organisms 3. A means of creating and disseminating breathable droplets. 4. The presence (and numbers) of people who may be exposed particularly if considered vulnerable. <p>Contaminated water presents a risk only when it is dispersed into the atmosphere as an aerosol droplet that is able to pass deeply into the lungs and cannot be easily expelled.</p> <p>Legionella is not infectious.</p> <p>Proliferation occurs in the temperature range 20 to 45 degrees centigrade. Cold water rarely rises above 15 degrees and hot water output is maintained at between 55 and 60 degrees and therefore outside the proliferation levels.</p> <p>Lea Halls building services regime has no method of creating an aerosol that has the size of droplets small enough to enter deeply into the lungs.</p> <p>The potability of water is achieved by regularly purging cold-water outlets individually for 2-3 minutes until a steady temperature is reached. This is an extra precaution against the possibility of bacteria in water where a water outlet may not be in regular use.</p>				
Unable to Access toilet facilities due to disability	<p>Users of accessible toilet facilities at risk of:- Slips, trips and falls. Being unable to access wash facilities</p>	<p>Accessible toilets available for the main bar, Davy Suite, Garner, and Pavilion</p> <ul style="list-style-type: none"> • No restricted access including no steps/stairs • Fitted with hand rails • Emergency pull cord alarms fitted and maintained 				
Mold	Bar staff at risk of mold spores in the cellar affecting their health	<ul style="list-style-type: none"> • Fully decorated with mold resistant paint 2021 • Bar Manager reports concerns • Amount of time of exposure is very limited: i.e. delivery time (open cellar hatch provides ventilation), and short periods of time connect barrels and access stock 				
Heart Attack/ Serious Bleed	Anyone on site or in close proximity experiencing a heart attack/bleed	<ul style="list-style-type: none"> • Defib is stored in a cabinet in a prominent position at the front of the building and clearly signposted. • Bleed kit stored inside the defib cabinet. • Regular checks ensure kit is available in an emergency. 				